

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T2637 POOL GUARD I:	HOURLY SALARY: \$11.52 to \$13.88
#T2638 POOL GUARD II:	HOURLY SALARY: \$12.66 to \$15.24
#T2639 SWIMMING POOL MANAGER I:	HOURLY SALARY: \$14.54 to \$17.49
#T2640 SWIMMING POOL MANAGER II:	HOURLY SALARY: \$17.02 to \$20.55
#T2641 SWIMMING POOL MANAGER III:	HOURLY SALARY: \$18.73 to \$22.61

APPLICATION FILING PERIOD: FIRST DATE: January 27, 2006 **LAST DATE:** April 19, 2006

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. Prompt application is encouraged. Performance Test dates may be scheduled when sufficient applicants have been processed. Persons may apply only once during this application filing period.

REQUIREMENTS: For each position, you must meet the following requirement(s) on the date you apply, unless otherwise indicated.

POOL GUARD I: Minimum age is 16 years at the time of application. **CERTIFICATES:** American Red Cross Lifeguard Training Card or equivalent; American Red Cross CPR for the Professional Rescuer OR American Heart Association Basic Life Support for the Health Care Provider; Automated External Defibrillator (AED) Essentials; and First Aid for Public Safety Personnel Certificate (Title 22). **EXPERIENCE:** No specific experience is required.

POOL GUARD II: In addition to the certificates and experience described above, the American Red Cross Water Safety Instructor (WSI) Certificate is required.

NOTE: Applicants less than 18 years of age must obtain a work permit prior to starting work with the City. Applicants who are 17 years of age and high school graduates are not required to have a work permit; however, they must submit a copy of their high school graduation certificate prior to starting work with the City. Work permits may be obtained through the school system.

SWIMMING POOL MANAGER I/II/III: Minimum age is 18 years at the time of application. **CERTIFICATES:** American Red Cross Lifeguard Training Card or equivalent; American Red Cross Emergency Response Certificate; and American Red Cross Water Safety Instructor (WSI) Certificate; and Automated External Defibrillator (AED) Essentials. **AND**

EXPERIENCE: **Swimming Pool Manager I:** Six months of full-time experience as a Swimming Instructor, Assistant Manager or Manager of a swimming pool that provides an organized aquatic instruction program. **Swimming Pool Manager II:** Six months of full-time experience as an Assistant Manager or Manager of a swimming pool that provides an organized aquatic instruction program. **Swimming Pool Manager III:** One year of full-time experience as an Assistant Manager or Manager of a year-round swimming pool that provides an organized aquatic instruction program.

CERTIFICATES: **YOU MUST COMPLETE THESE REQUIREMENTS PRIOR TO APPLYING. A COPY OF THE FRONT AND BACK OF THE REQUIRED CERTIFICATES MUST BE SUBMITTED AT TIME OF APPLICATION. ALL CERTIFICATES MUST BE VALID.** Proof of current registration in any of the required certificate programs and/or letters from instructors are **NOT** acceptable. An equivalent certificate from a lifeguard training program must be approved by the California Department of Health Services (American Red Cross Basic Lifeguarding is **NOT** accepted as an equivalent). Community First Aid & Safety Certificate does **NOT** qualify for First Aid for Public Safety Personnel Certificate.

FOR INFORMATION ON FULFILLING THESE CERTIFICATE REQUIREMENTS, PLEASE CHECK THE FOLLOWING WEBSITE FOR A LISTING OF UPCOMING TRAINING CLASSES: www.sandiego.gov/park-and-recreation (under News and Announcements, click on "Become a Certified Lifeguard") OR www.sdarc.org/aquatics (click on "Aquatics Instructor Courses"). YOU MAY ALSO CONTACT PARK AND RECREATION DEPARTMENT STAFF AT (619) 685-1323 OR AMERICAN RED CROSS STAFF AT (858) 309-1200 (PRESS OPTION#3).

#T2637 POOL GUARD I/ #T2638 POOL GUARD II

#T2639 SWIMMING POOL MANAGER I/#T2640 SWIMMING POOL MANAGER II/#T2641 SWIMMING POOL MANAGER III

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NOTES:

1. **One (1) copy of front and back of required certificates, one (1) copy of the Release of Liability Waiver form and two (2) copies of the Record Inquiry Waiver form must be submitted at time of application.**
2. Prior to employment, all applicants must successfully complete a pass/fail performance test. Should you fail any part of the performance test, only one retest will be permitted on the same test date.
3. Pool Guard I/II and Swimming Pool Manager I positions will be available primarily on a part-time basis and incumbents may be assigned to work weekends, evenings and/or holidays. Swimming Pool Manager II and III positions are full-time and incumbents may be assigned to work weekends, evenings and/or holidays.
4. California State Law requires all persons hired in these positions to obtain certificates in CPR, First Aid, and Lifeguard Training and re-qualify as required to retain employment.
5. Persons hired must furnish and wear standard apparel prescribed by the Park and Recreation Department.
6. Candidates selected must take and pass a performance test periodically to retain employment.
7. The performance test will be waived for persons currently employed as a Pool Guard or Swimming Pool Manager with the City of San Diego.
8. For Pool Guard I/II positions, possession of Oxygen Administration Certification is **highly desirable**.
9. For Swimming Pool Manager I/II/III positions, possession of valid Instructor Certificates in Lifeguarding, CPR for the Professional Rescuer, and First Aid for Public Safety Personnel (Title 22) are **highly desirable**.
10. Applicants who have completed the required training but have not received their certificate(s) may submit a copy of the American Red Cross Course Record showing successful completion.

DUTIES: POOL GUARDS I/II: Oversee the safety of pool patrons by monitoring the pool and deck areas to prevent accidents; explain and enforce facility regulations, policies, and procedures; rescue swimmers in distress or in danger of drowning; administer first aid and CPR as needed; receive fees from patrons; assist patrons in aquatic class and activity registration; maintain records and prepare reports; and perform other duties as assigned. Pool Guards II conduct swim classes. Some positions may require knowledge of competitive swimming, water polo, and water exercise.

SWIMMING POOL MANAGERS I/II/III: Lead, evaluate and supervise the work of subordinates; administer and teach swimming classes; perform pool maintenance; administer first aid and CPR as needed; keep records and write reports; publicize and market new and existing aquatic programs; develop fund raising activities; plan and conduct special aquatic events; coordinate staffing schedules; conduct specialized staff training; and provide information to the public about pool and facility regulations, policies and procedures. Swimming Pool Managers I may be assigned to portable community pools where they perform supervisory functions, or to permanent community pools where they act in a lead capacity under the supervision of a Swimming Pool Manager II or III.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM, APPLICATION/SUPPLEMENT (including any attachments required), RELEASE OF LIABILITY WAIVER FORM, AND (2) COPIES OF THE RECORD INQUIRY WAIVER FORM** for this position. Your Application/Supplement will be made available to the hiring department. Please submit requested materials only.

THE SCREENING PROCESS will consist of:

1. An **evaluation of completed application materials** in relation to the job requirements **QUALIFYING ONLY**
2. A **performance test** to be administered to all qualified applicants which may include the following factors: Swimming approximately 25 yards using any approach stroke; performing a surface dive to locate and recover an object at a depth of up to 12 feet; simulating an equipment-based victim rescue using the Breaststroke or Front Crawl approach stroke; removing the victim from the water.
 **WEIGHT 100%**

***Performance Test Dates:** The Performance Tests will be administered on **May 20, 2006 tentatively** at Allied Gardens Pool, 6707 Glenroy, San Diego, CA 92120 (Phone Number (619) 235-1143). Applicants will be notified by mail regarding the specific location, test date and interview time.

ELIGIBLE LISTS: Separate eligible lists will be established for Pool Guard I, Pool Guard II, Swimming Pool Manager I, Swimming Pool Manager II, and Swimming Pool Manager III. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **six months**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be considered by the hiring department.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

KIM/January 27, 2006/*Rev. 2 (03-13-06)/Classes: 1667;1936;1905;1906;1907

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER